

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: July 18, 2000

LEAVE ACCOUNTING LETTER # 00-012

To: All Agencies/Campuses in the California Leave Accounting System

From: Vicki Korach, Manager
Customer Support Section

Re: HOLIDAY INFORMAL TIME OFF-RESET

In order to correctly reflect year-to-date totals for Holiday Informal Time Off (HI) the State Controller's Office resets HI total hours to zero (0) at the beginning of the fiscal year for departments/campuses on CLAS. A Begin Balance transaction of zero (0) will be posted for the July leave period. THIS PROCESS WILL BE UTILIZED ONLY FOR THOSE DEPARTMENTS AND CAMPUSES REQUESTING THE SERVICE.

NOTE: Requests have been received from the following:

Aging	Lanterman Dev Center
Agnews Dev Center	Metro State Hospital
Board of Equalization	Patton State Hospital
Bureau of State Audits	Pesticide Regulation
CalPERS	Porterville Dev Center
CCC	P.O.S.T.
Coastal Conservancy	Real Estate
Conservation	Real Estate Appraisers
Controller's Office	Teacher Credentialing
Corporations	Trade and Commerce
CSU - Bakersfield	Treasurer's Office
CSU - Los Angeles	Toxic Substance
CSU - CMA	Sonoma Dev Center
CSU - San Marcos	State Personnel Board
DMH - Vacaville	YA - DeWitt Nelson
DPA	YA - Fred C. Nelles
DDS - Headquarters	YA - Headquarters
Education	YA - Karl Holton
Emergency Services	YA - NCYC
Energy Commission	YA - NRCC
Fair Employment & Housing YA – Preston	YA - O. H. Close
Fairview Dev Center	YA - SRCC
Finance	YA - Ventura
Financial Institutions	

Fish & Game
General Services
Housing & Community Development
Integrated Waste Management
Justice

To be included in the automated reset process on July 31, 2000 please contact Robin Smith by July 21, 2000 at (916) 324-7282, CALNET 454-7282 or
E-MAIL: Rsmith@sco.ca.gov.

VK:rs:dm